

Learning to use the Passive Voice





Examples of Use of Passive and Active Voice in daily life

Use of Passive Voice

- Latecomers will not be allowed to attend class without permission.
- Students are not allowed to bring mobile phones.
- The classroom should be kept clean.
- Students are not allowed to leave the classroom or college premises without permission from the Principal.
- Notes and assignments must be updated.

- Only those who have requisite attendance will be allowed to write their Board Exams.
- Any misbehavior on campus will be treated seriously.
- Two wheelers (except bicycles) of students aged below 18 will be seized.
- Those found violating rules even after warning will be fined.
- Books should be returned on time.

Note the use of passive voice in documents

Bills are to be paid within the due date.

Online payment facility has been enabled.

Viewers are advised not to watch the movie for more than 20 minutes.

Cheque may be drawn in favour of XXX.

Telephone Bills

- Bills are to be paid within 15 days from the date of issue.
- The bill must be paid in full and no part payment will be accepted.
- Subscribers are advised to watch for the timely receipt of bill.
- Payment of Telephone bills after due date may be intimated to the TRA Section.

Warranty Cards

- This guarantee **will be offered** by all service centres.
- The certificate of guarantee **should be signed** by an authorised dealer.
- To ensure trouble free performance of your watch it is **recommended** that you have it checked regularly at any authorised Service Centre.

Minutes of meeting

- ▶ A meeting of the Board was held on 30th Jan 2010 at 2 pm in the Conference room. It was attended by the Chairman and all Executive Council members. The issue of absenteeism was discussed. It was decided that action would be taken after two warnings.



- ▶ **Payment receipts**

- ▶ Received an amount of Rs.....from
.....

Official announcements, Orders

- ▶ You **have been selected** to represent the team at the State Level Hockey Tournament to be held at Mysore during Dasara.
- ▶ You **are appointed** as a Member of the Academic Council of the VKSUniversity.
- ▶ Smt KKK **has been promoted** as Principal of Government First Grade College, Chikkaballapur.
- ▶ Uttam Kumar IAS **is being given** additional responsibility as Registrar of Bangalore University.

Offer letters

- ▶ You are **required** to strictly maintain the secrecy of and not to divulge, communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the organization except your immediate superior. Any such disclosure **would be considered** a serious case of indiscipline and would render you liable for termination with immediate effect, notwithstanding any other terms mentioned in the appointment letter.
- ▶ You are **requested** to deal with organization's money, material and documents with utmost honesty and professional ethics. **If, you are found guilty**, at any point of time or moral turpitude or of dishonesty in dealing with the organization's money or material or documents or of theft or misappropriation regardless of the value involved, your services **would be terminated** with immediate effect, notwithstanding any other terms mentioned in the appointment letter.

Letter of Appointment

- During your employment with the organization, **you will be governed** by the service rules and regulations of the organization in force or as introduced or amended from time to time. You **will also be governed** by the organization's policies and rules regarding Leave, Misconduct, Indiscipline and / or other matters.
- You **will keep us informed** of any change in your residential address, civil or marital status and other such matters.

Appointment Letter

- ▶ You **have been appointed** as Customer Service Executive by Tata Tele Services.
- ▶ You **will be paid** a salary of Rs.8,000 in addition to Health Insurance, Travel Allowance, Phone facility and issued Sudexo coupons from time to time.
- ▶ You **are expected** to report at the Airport Road, Bangalore premises on the 2nd of June 2020 before 9 am.
- ▶ You **are required** to produce your original documents for the purpose of verification.

Use of Active Voice we come across in daily life

- ▶ **Insert** the Sim Card in the slot
- ▶ **Switch on** your cell phone
- ▶ **Wait** for a few seconds
- ▶ **Dial** 12525 for balance account
- ▶ For details **refer** to the Tariff chart
- ▶ You are in the queue, please **wait**

- ▶ **Write** your name, Centre number and candidate number at the top of this page.
- ▶ **Write** clearly in pen, not pencil
- ▶ **Write** you answers on the question paper
- ▶ **Pay** Mr.D Silva a sum of Rupees.....
- ▶ **Save** document
- ▶ **Merge** email
- ▶ **Create** document
- ▶ **Finish** review

- ▶ If you want to speak to a Customer care executive **press 8**
- ▶ **Get an Idea**
- ▶ Any person **can open** an account with an initial deposit of Rs.1,000.
- ▶ The applicant **must state** his full name occupation and address.
- ▶ **Fill in the form**
- ▶ **Follow the instructions**

- ▶ Turn your laptop or desktop into a TV. Watch live sports, news, entertainment ... with Tata Photon TV. Also avail your first 30 mins free preview.
- ▶ You may not copy, reproduce, edit, adapt, alter, republish, post, broadcast, transmit, make available to the public, or otherwise use audio, video or other material downloaded from this site in any way except for your own personal or educational non-commercial use.

- Check your e-mail security settings to determine how attachments are handled.

If you have trouble viewing this check our website.

- Be sure to add our website address book or safe sender list so our emails get to your inbox.

- ▶ You may not use the files for the purpose of promoting, advertising, endorsing or implying a connection with you (or any third party) and the BBC, its agents or employees.
- ▶ We advise users not to charge the phone for more than an hour.

**Note the use of
Active voice and Passive voice and
compare the two**

Compare the Use of Active and Passive Voice

Active Voice

- ▶ My technical people wrote this sentence.

- ▶ The failure in the bridge supports was due to the fact that Janardhan **has not regularly inspected the bridge.**

Passive Voice

- ▶ This sentence was written yesterday by one of my technical people.

- ▶ The failure in the bridge supports was due to the fact that it **has not been regularly inspected by Janardhan**

Active voice:

- We held a meeting on 20th June 2010. Manoj Kumar conducted the Meeting. Kiran Sudhakar Madhu Sharma Sudha Karmakar attended the meeting. They decided that the Company should make changes in its recruitment policy.

Passive Voice:

- A meeting was held on 20th June 2010. It was conducted by Manoj Kumar, MD. The meeting was attended by Kiran Sudhakar, Madhu Sharma, Sudha Karmakar, all Members of the Board. It was decided that the Company would make some changes in its recruitment policy.

| Active Voice | Passive Voice |
|---|---|
| 1.They have issued Aadhar cards. | 1.Aadhar cards have been issued (by them). |
| 2.All students should pay their tuition fees before May end. | 2.Tuition fees should be paid (by students) before May end. |
| 3.He is reading Gandhi's autobiography. | 3.Gandhi's autobiography is being read by him. |
| 4.The Prime Minister of India signed an agreement with the President of America. | 4. An agreement was signed by the Prime Minister of India with the President of America. |

| Active Voice | Passive Voice |
|--|---|
| 1. They have ordered an Mi phone on Flipkart | 1. An Mi phone has been ordered by them on Flipkart. |
| 2. We must pay attention to lectures in class. | 2. Attention must be paid (by us) to lectures in class. |
| 3. They are conducting online classes . | 3. Online classes are being conducted by them . |
| 4. The government has declared holidays to stop COVID 19 from spreading. | 4. Holidays have been declared by the government to stop COVID 19 from spreading. |

| Active Voice | Passive Voice |
|--|---|
| 1. The Prime Minister declared the Lock Down | 1.The Lock Down was declared by the Prime Minister. |
| 2.All the Principals of VSK University should attend the meeting. | 2.The meeting should be attended by all the Principals of VSK University |
| 3.They are writing notes. | 3.Notes are being written by them. |
| 4.The Principal takes all important decisions. | 4.All important decisions are taken by the Principal. |

Note that the Active voice lays stress on the Subject. Who is doing?
The Passive voice lays stress on the Object.
- What is being done?

A sentence in Passive Voice consists of

The subject

The Verb to be in the correct tense

The Past participle of the verb needed

Sometimes the agent and / or other complements

The Passive Voice is used when

- We want to emphasise the action more than the subject performing it, because the action is more important.

Eg: LockDown was declared by the Prime Minister

(the subject performing the action is obvious)

The house was robbed

(the subject performing the action is unknown)

- We want to avoid an active sentence whose subject is 'somebody', 'nobody', 'someone' 'everyone'.

Eg: Social distancing should be maintained.

Strict silence must be observed.

Passes will be issued.

For example

TENSE

ACTIVE

PASSIVE

Present Simple

I **do** my homework.

My homework **is done**.

Present Continuous

I **'m doing** my homework.

My homework **is being done**.

Past Simple

I **did** my homework.

My homework **was done**.

Past Continuous

I **was doing** my homework.

My homework **was being done**.

Present Perfect

I **have done** my homework.

My homework **has been done**.

Past Perfect

I **had done** my homework.

My homework **had been done**.

Future Simple

I **will do** my homework.

My homework **will be done**.

Future Be going to

I **'m going to do** my homework.

My homework **is going to be done**.

Modal

I **must do** my homework.

My homework **must be done**.

Modal Perfect

I **should have done** my homework. My homework **should have been done**.

| Tense | Active Voice | Passive Voice |
|--------------------|---|--|
| Present Simple | She delivers the letters. | The letters are delivered . |
| Past Simple | She delivered the letters. | The letters were delivered . |
| Future Simple | She will deliver the letters. | The letters will be delivered . |
| Present Continuous | She is delivering the letters. | The letters are being delivered . |
| Past Continuous | She was delivering the letters. | The letters were being delivered . |
| Going to | She is going to deliver the letters. | The letters are going to be delivered . |
| Present Perfect | She has delivered the letters. | The letters have been delivered . |
| Past Perfect | She had delivered the letters. | The letters had been delivered . |
| Infinitive | She has to deliver the letters. | The letters have to be delivered . |
| Modals | She must deliver the letters. | The letters must be delivered . |



The rules for changing a sentence from Active to Passive are:

[i] We have to interchange the subject and object when we change a sentence from Active voice into Passive voice.

[ii] We know that the verb in Passive sentences has the general structure: {be + past participle}.

STEP 1: Recognizing the Active Structure.

Active sentences that have a **subject**, **verb**, and **direct object** can be restructured using the passive voice.

The **direct object** is essential because it **becomes the subject** of the **passive sentence**, so if an active sentence does not have a direct object, it cannot be restructured in the passive voice.

Eg: The Minister **declared** a holiday.

↓
Subject

↓
verb

↓
object

STEP 2: Make the Object the Subject

Restructuring the active to the passive includes two major changes in a sentence's structure.

A holiday

STEP 3: Changing the Verb

When changing an active sentence to a passive sentence, the tense of the verb changes.

declared → **was declared** (be + past participle)

STEP 4: When the Subject Remains

If a speaker or writer wants to include the noun performing the action (the subject in the active sentence) in a passive construction, they must include it in a “by” phrase after the passive verb.

by the Minister

STEP 5: When to Use the Passive

Though we are usually told to use active sentences, there are times when using the passive is actually more logical.

- Using a passive sentence makes sense when the noun performing the action is not important.

For example, “*The test was administered.*” (It doesn’t matter who administered the test.)

- Also, if a person does not know who performed the action, the passive is the construction to use. “*My purse was stolen.*” (We do not know who stole the purse.)
- A third reason to use the passive voice is that the one performing the action is obvious. “*She was fired.*” (She could only be fired by her boss.)

What was declared by the Minister?

A holiday

AGENT

VERB (active)

OBJECT

The Minister declared a holiday.

A holiday was declared by the Minister

SUBJECT

VERB (passive)

AGENT

Change of Voice

| Active Voice | Passive Voice |
|-----------------------------|--------------------------------|
| Base verb | Am/is/are+ past participle |
| 'ed' verb | Was/were +past participle |
| Do/does not + verb | Am/is/are+ past participle |
| Did not + verb | Was/were+ past participle |
| To be+ing | To be+ being+ past participle |
| Have/has/ + past participle | Have/has+been+ past participle |
| Had +past participle | Had+been+past participle |
| Modal+ verb | Modal+ be+ past participle |

Change of Voice

| Active Voice | Passive Voice |
|--|---|
| Base verb (Eg give) | Am/is/are+ past participle (Eg is given) |
| 'ed' verb (Eg. declared) | Was/were +past participle (was declared) |
| Do/does not + verb Does not declare | Am/is/are+ past participle Is not declared |
| Did not + verb Did not declare | Was/were+ past participle Was not declared |
| To be+ing Is declaring | To be+ being+ past participle Is being declared |
| Have/has/ + past participle Has declared | Have/has+been+ past participle Has been declared/Have been declared |
| Had +past participle Had declared | Had+been+past participle had been declared |
| Modal+ verb | Modal+ be+ past participle |

Understand the tenses and voice of the verb in Kannada



| Active Voice | Passive Voice |
|---|--|
| <p>1.They instruct students. C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa,ÄÄvÁÛgÉ.</p> | <p>1.Students are instructed by them. «zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àqÄÄvÁÛgÉ.</p> |
| <p>2.They are instructing students. C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa,ÄÄwÛzÁÝgÉ.</p> | <p>2.Students are being instructed by them. «zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àqÄÄwÛzÁÝgÉ.</p> |
| <p>3.They have instructed students. C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa¹AiÀiÁVzÉ.</p> | <p>3.Students have been instructed by them. «zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àmÁÖVzÉ.</p> |
| <p>4. They have been instructing students. C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa,ÄÄvÁÛ §A¢zÁÝgÉ.</p> | <p>4. Students have been being instructed by them. «zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àqÄÄvÁÛ §gÄÄwÛzÁÝgÉÉ.</p> |

Active Voice

1.They instructed students.

C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa¹zÀgÀÄ.

2.They were instructing students.

C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa,ÄÄwÛzÀÝgÀÄ.

3.They had instructed students.

C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa¹zÀÝgÀÄ.

(,ÀÆa¹AiÀiÁVvÀÄÛ.)

4. They had been instructing students.

C^aÀgÀÄ «zÁâÿðUÀ½UÉ ,ÀÆa,ÄÄvÁÛ §A¢zÀÝgÀÄ.

Passive Voice

1.Students were instructed by them.

«zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àlÖgÀÄ.

2.Students were being instructed by them.

«zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àqÄÄwÛzÀÝgÀÄ.

3.Students had been instructed by them.

«zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®ànÖzÀÝgÀÄ.

4. Students had been being instructed by them.

«zÁâÿðUÀ¼ÄÄ C^aÀjAzÀ ,ÀÆa,À®àqÄÄ⁻ÁUÄÄvÁÛ §A¢zÀÝgÀÄ.

| Active Voice | Passive Voice |
|---|--|
| <p>1.They may punish the students. C^aÀgÄÄ «zÁâyđUÀ¼Ä£ÄÄß ²Që,À§°ÄÄzÄÄ.</p> | <p>1.Students may be punished by them. «zÁâyđUÀ¼ÄÄ C^aÀjAzÀ ²Që,À®àqÀ§°ÄÄzÄÄ.</p> |
| <p>2.They can punish the students. C^aÀgÄÄ «zÁâyđUÀ¼Ä£ÄÄß ²Që,À§°ÄÄzÄÄ/²Që,À§®ègÄÄ.</p> | <p>2.Students can be punished by them. «zÁâyđUÀ¼ÄÄ C^aÀjAzÀ ²Që,À®àqÀ§°ÄÄzÄÄ.</p> |
| <p>3.They will punish the students. C^aÀgÄÄ «zÁâyđUÀ¼Ä£ÄÄß ²Që,ÄÄ^aÀgÄÄ.</p> | <p>3.Students will be punished by them. «zÁâyđUÀ¼ÄÄ C^aÀjAzÀ ²Që,À®àqÄÄ^aÀgÄÄ.</p> |
| <p>4. They would punish the students. C^aÀgÄÄ «zÁâyđUÀ¼Ä£ÄÄß ²Që,ÄÄwÛzÀÝgÄÄ.</p> | <p>4. Students would be punished by them. «zÁâyđUÀ¼ÄÄ C^aÀjAzÀ ²Që,À®àqÄÄwÛzÀÝgÄÄ.</p> |

The classroom **should be kept** clean

∇ÀgÀUÀw PÉÆoÀrAiÀÄ£ÀÄß ,ÀéZÀÒªÁVqÀ¨ÉÃPÀÄ

Students **are not allowed** to leave classroom or college premises without permission from the Principal.

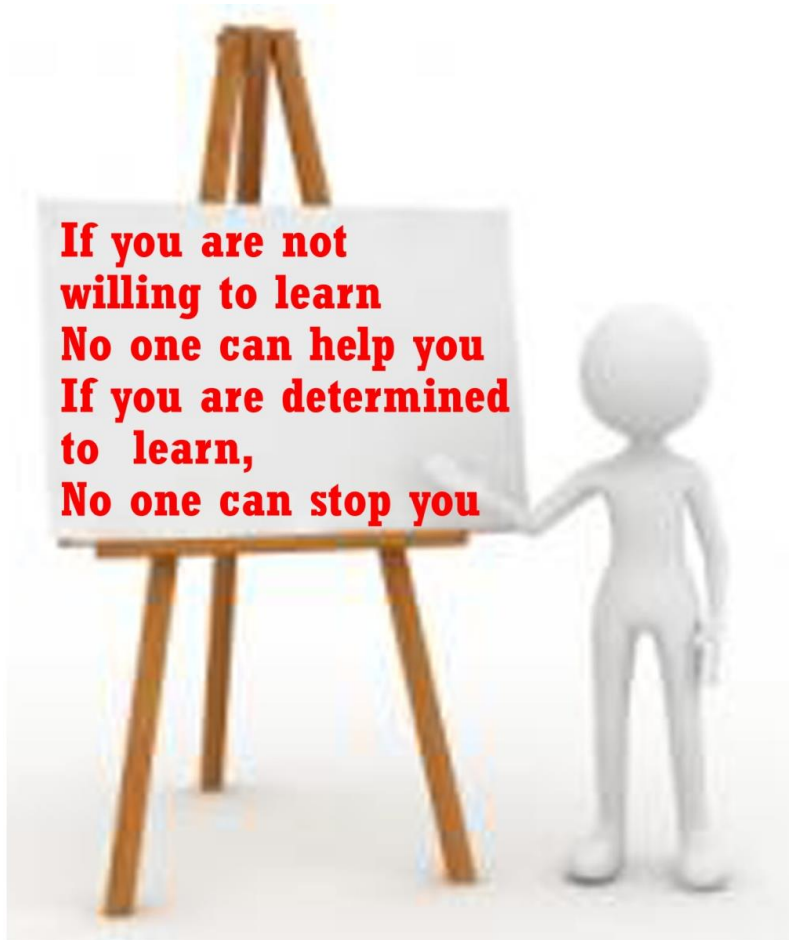
¥ÁæA±ÀÄ¥Á@gÀ C£ÀÄªÀÄw-Ä®èzÉ «zÁÿðUÀ¼À£ÀÄß ∇ÀgÀUÀw-ÄAzÀ CxÀªÁ
PÁ¯ÉÃdÄ DªÀgÀt¢AzÀ °ÉÆgÀ°ÉÆÃUÀ®Ä ©qÀ¯ÁUÀÄªÀÄ¢®è.

Results **will be declared** after students write their exams.
(write- Active voice. Will be declared- Passive voice)

«zÁÿðUÀ¼ÀÄ ¥ÀjÃPÉë §gÉzÀ £ÀAvÀgÀ ¥sÀ°∇ÁA±ÀUÀ¼À£ÀÄß

¥ÀæPÀn,À¯ÁUÀÄªÀÄ¢zÀÄ.

- Books should be returned within the stipulated time.
- Serious action will be taken against any misbehavior on campus.
- Two wheelers (except bicycles) of students aged below 18 will be seized.



⌘£ÀUÉ PÀ°AiÀÄÄªÀ

ªÀÄ£À¹ì®è¢zÀÝgÉ

⌘£ÀUÉ AiÀiÁgÀÆ

,À°ÁAiÀÄ

ªÀiÁqÀ¯ ÁgÀgÀÄ.

⌘£ÀUÉ

PÀ°AiÀÄ·ÉÃPÉA§

zÀÈqsÀ

⌘±ÀÑAiÀÄ«zÀÝgÉ

⌘£Àß£ÀÄß AiÀiÁgÀÆ

vÀqÉAiÀÄ¯ ÁgÀgÀÄ.

Don't be PASSIVE
Always be ACTIVE
in life

Thank you